

**IRON COUNTY
POSITION AVAILABLE**

Full-Time Aging and Disability Resource Center (ADRC)/Aging Unit Manager

Iron County Human Services Department

Iron County Human Services & Associates is seeking a full-time ADRC/Aging Unit Manager. Duties include but are not limited to supervision of the operations of the ADRC and Aging Services, budget development and implementation, work in coordination with the multi-county ADRC, establish policies and procedures for Aging and Transportation Programs, and demonstrate an ability to work with other agencies to promote health and wellbeing of Iron County residents.

Qualifications: Graduation from an accredited college or university with a Bachelor's degree in social work or a closely related field, a Registered Nurse with a Bachelor's degree or any combination of education and experience that provides equivalent knowledge, skills and abilities. Experience in working with elderly and /or disabled service area, budgeting experience and at least three years of progressively responsible experience in a management or administrative capacity, preferably in a governmental setting. Iron County Human Services & Associates offers a competitive salary and benefits package commensurate with experience.

**Methods for requesting a job description and application along with
submitting the complete application packets include:**

- *In person or mail: Iron County Human Services Office in the Courthouse located at 300 Taconite Street, Suite 201, Hurley, WI 54534. Phone 715-561-3636
- *By email: at tijanm@ironcountywi.org or ironhsd@ironcountywi.org
- *By fax number: 715-561-2128

**In order to be considered for this position, a complete application packet including
the Iron County Human Services Application Form, letter of interest and resume'
must be submitted no later than:**

**4:00 p.m. Monday, February 1, 2016
Interviews will tentatively be held on February 4 and 5, 2016**

Iron County is an Equal Opportunity Employer